



## MOORPARK COLLEGE

### Technology – Committee on Accreditation and Planning

*Plans, monitors, and evaluates institutional technology including hardware, software, and training needed to support student learning; the Technology Master Plan and Technology Inventory; funding for technology based on an allocation of at least 30% of instructional equipment funding dedicated each year to technology equipment, software, and hardware needs identified in the Technology Plan and annual program plans; The Accreditation Self-Study; and Monitors implementation of Agenda 3C of the self-study relative to facilities.*

#### MEETING NOTES

**Wednesday, October 5, 2011 | 1:15-2:30 p.m., A-138**

POSITION	NAME	ATTEND	DIVISION	DEPARTMENT	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Applied & Social Sciences	Behaviorial Sciences	Linda McDill	
				Business	Felix Masci	X
Co-Chair: Academic Senate Representative (1)	Martin Chetlen	X		History/Instutions	Jerry Caplan	
				Athletics/KIN/HED		
Associated Students Representative (1)	Krysten Jones	X	Art, Media, Education & Enrollment Services	Child Development	Cara Celniker	X
	Jon Foote	X		Digital Media Arts	Timothy Samoff	
				Visual & Applied Arts	Bill Goodman	X
Academic Senate President	Riley Dwyer		Language & Learning Resources	CIS		
				English/ESL	Kara Lybarger-Monson	X
				Library	Faten Habib	X
				World Languages		
Information Technology Representative (1)	Rick Shaw	X	Life & Health Sciences	Animal Sciences/EATM		
	Todd Hampton			Health Sciences	Jamee Maxey	
	Dean Adams			Life Sciences	Norman Marten	X
Deans or Directors (3)	Kim Hoffmans	X	Math & Physical Sciences	Chemistry/ Earth Sciences	Michael Walegur	X
	Lisa Miller			CNSE/CS	Ed Garcia	X
	Inajane Nicklas			Math	Cindy Reed	X
				Physics/Astronomy	Balazs Becht	X
GUESTS	Darlene Melby	X	Performing Arts & Student Life	ACCESS/LS	Shannon Bowen Obie Younan (alt.)	
	Dave Fuhrmann	X		Counseling	Denice Avila	X
	Kahroline diPassero	X		Health Center		
	Ashley Chelonis	X		Music/Dance		
				Theater Arts/Communication		

TOPIC	ACTION
<b>1. WELCOME! INTRODUCTIONS!</b> Co-Chair Ingram welcomed everyone in attendance. Introductions were made around the room.	<b>Meeting began at 1:16pm.</b>
<b>2. REVIEW &amp; APPROVE MEETING NOTES</b> ➤ <b>TCAP Meeting Notes   September 07, 2011</b> The September 7, 2011 TCAP Meeting Notes stand as distributed.	<b>Co-Chair Ingram called for a motion to approve the September 7, 2011 TCAP Meeting Notes. Co-Chair Chetlen motioned for approval. Mr. Jon Foote, AS President, seconded the motion. Motion carries.</b>
<b>3. REPORTS</b> ➤ <b>I.T. Update – Mr. Todd Hampton/Mr. Rick Shaw</b> Associate Vice Chancellor Dave Fuhrmann reported that the Information Technology Department is working on various District-wide/local projects. The Financial Aid migration to Banner is complete. Financial Aid Departments across the District were able to disburse approximately \$6.5M in aid versus \$2.5M the previous year. Each college is keeping up with the files. The paperwork processing time has reduced considerably. Associate Vice Chancellor Fuhrmann noted that the new HigherOne Debit Card system was a little confusing at the beginning but seems to be working out well now.  The new parking permit system was also discussed. The new process allowed students to order (pay for) their permits online and have them delivered to their home. He acknowledged that the process wasn't planned out as well as it could have been. The Spring semester should run smoother, assuming that the computers and the labs work properly, they will be able to order their permits and pay for them at the Student Business Office.  Associate Vice Chancellor Fuhrmann reported that they updated the Voyager software in the Library. The new version comes with additional features. One of the features allows for Inter-Library loaning. Another feature is "Primo", a meta-search engine that will show the requestor everything on each of the campus library shelves. It also has the capability to search and find the item on the internet. This update gives us a lot more visibility as to what we have locally. We will be going "live" at the end of the semester. Training will be available soon.  Associate Vice Chancellor Fuhrmann mentioned that the program "Turn-it In" has been licensed with Desire-2-Learn. Students will be able to submit their online assignments to instructors and run it through "Turn-It-In" for plagiarism checks. Concern over this new feature was discussed. The idea is not to allow students to check their work, but rather, that faculty perform that task. Ms. Ashely Chelonis stated that the feature is new and she would be happy to look into any issues faculty may have.  Associate Vice Chancellor Fuhrmann discussed the difficulties Moorpark College was having regarding the roll-out of the Thin Clients. He indicated that the initial roll-out was scheduled to be smaller than what had actually occurred. The process has not been smooth. Rolling-out over 500 devices was overwhelming; however, caution will be exercised from this point forward. Enhancements will come on slower. Additional devices will not be added until performance issues are resolved.	

TOPIC	ACTION
<p>Considerable discussion was held regarding the Thin Clients. The following concerns were discussed:</p> <ul style="list-style-type: none"> <li>• Ms. Kara Lybarger-Monson seemed to have the most difficulty (using mostly MS Word)– LLR-124 &amp; LLR-126. She also noted that it would be a good idea to number the computers on the outside so that she could address the malfunctioning computer in her work order by the number it has been assigned.</li> <li>• Mr. Jon Foote, Associated Students President, noted that the PS computers still have the update prompts popping up on the screen. Since they do not have the authority to update the computer, it's a burden to the student and sometimes freaks them out.</li> <li>• Mr. Norman Marten noted that while evaluating a faculty member, the Thin Client wouldn't work with Flash. The faculty member was embarrassed because they were able to bring it up after he had left. He also noted that Roberta Harma was having a lot of difficulty loading Google Earth.</li> <li>• Mr. Martin Chetlen suggested that a list of applications that will not work properly on the Thin Clients be created so that the faculty know a head of time what works and what doesn't. He noted that MediSoft and Plato have multiple plug-ins that have challenges.</li> </ul> <p>Associate Vice Chancellor Fuhrmann stated that if there are additional anomalies with various programs that the Thin Clients are running, please enter a Work Order in Track-It!. Ms. Chelonis mentioned that if a Thin Client computer is having difficulty, try rebooting the system first. If it continues to have difficulty, then report it to IT.</p> <p>➤ <b>TRAC – TCAP Workgroup Update</b>  Ms. Darlene Melby reminded the members of TCAP that each year, as part of the Committee's Goals, we rank and prioritize requested technology equipment; new and refresh, extracted from Department Program Plans. Ms. Melby distributed a list of ranked technology requests from last semester. As a reminder, requests are pulled from the Program Plans, researched and put forward from TRAC to this group.</p> <p>Last year, Thin Clients were identified as new requests that involved over 400 systems that then created a trickle down effect when they were implemented. When the Thin Clients replace an existing PC, it would be refurbished to another area on campus – refreshing that system. Mr. Todd Hampton will provide an inclusive report and bring it to the next meeting. The report will include an update as to where our local IT staff is with regards to the refresh list.</p> <p>The plan is to get through last years requests first prior to reviewing the newest TRAC recommendations.</p> <p>Dean Lisa Miller stated that TRAC re-read the Operational Plan and made some revisions. The most updated Operational Plan is on the Committee website.</p> <p>Co-Chair Ingram stated that TRAC is a workgroup. It is was a creation of T-CAP. It functions as an adhoc group. If T-CAP decides that it no longer functions, it can go away. TRAC has no standing. A subcommittee has standing within the Academic Senate, it then becomes a committee that falls under the Brown Act, with specific reports and rules.</p>	
<p><b>4. DISCUSSION</b></p> <p>➤ <b>Operational Plan &amp; Service Level Agreements – Mr. Rick Shaw</b></p> <p>➤ <b>Goals 2011-12 – Co-Chair Ingram</b></p> <p>No additional discussion was held.</p>	

TOPIC	ACTION
<b>5. ACTION</b> <ul style="list-style-type: none"> <li>➤ <b>Technology Operations Plan – Tabled</b></li>   <li>➤ <b>Goals 2011-12 – Adopted</b> The 2011-12 TCAP Goals were approved as distributed.</li> </ul>	<p>The Technology Operations Plan was tabled for approval during the November TCAP meeting.</p> <p>Co-Chair Ingram called for a motion to adopt the 2011-12 TCAP Goals. Mr. Foote motioned for approval. Mr. Felix Masci seconded the motion. Motion carries.</p>
<b>6. ADJOURNMENT</b>	Meeting adjourned at 2:17pm.

HANDOUTS	MEETING CALENDAR 11/12 1 <sup>st</sup> Wednesday, 1:15 p.m., A-138
<b>AGENDA</b>   10/05/11 – MShare & Webpage	<b>2011</b>   09/07, 10/05, 11/02, 12/07
<b>MEETING NOTES</b>   09/07/11 – MShare & Webpage	<b>2012</b>   02/01, 03/07, 04/04, 05/02
<b>GOALS</b>   2011-12 – MShare & Webpage (pending approval)	

TECHNOLOGY - CAP		
RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>TECHNOLOGY– Committee on Accreditation and Planning (Tech-CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>Plans, monitors, evaluates</p> <ul style="list-style-type: none"> <li>▸ institutional technology including hardware, software, and training needed to support student learning</li> <li>▸ the Technology Master Plan and Technology Inventory</li> <li>▸ funding for technology based on an allocation of at least 30% of instructional equipment funding dedicated each year to technology equipment, software and hardware needs identified in the Technology Plan and annual program plans.</li> <li>▸ The Accreditation Self-Study</li> </ul> <p>Monitors the implementation of Agenda 3C of the self-study relative to facilities</p> <p>Ed Code 53200(c): processes for institutional planning and budget development</p>	<p><b>Co-Chairs</b></p> <ul style="list-style-type: none"> <li>• Vice President of Business Services</li> <li>• Faculty member appointed by the Academic Senate Council and is a member of the executive committee of the Academic Senate Council (<i>Proposed change; pending final discussions and decision of the Academic Senate Executive Council</i>)</li> </ul> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>• One faculty member from each Academic Department appointed by the Academic Senate Council</li> <li>• Three Deans/Directors selected by the Executive Vice President and the Vice President of Business as appropriate</li> <li>• Learning Resources Supervisor</li> <li>• One representative from Information Technology</li> <li>• One representative from the Accessibility Coordination Center and Educational Support Services</li> <li>• One student appointed by Associated Students</li> </ul>